

Rocky Mountain Coordinating Group

Bureau of Land Management (Colorado and Wyoming)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain Region)
State Agencies (Colorado, Wyoming, South Dakota, Nebraska, and Kansas)
Bureau of Indian Affairs (Southwest, Rocky Mountain, and Great Plains Regions)
Fish and Wildlife Service (Mountain and Prairie Regions)

Final Meeting Minutes April 4, 2002 Rapid City, South Dakota

Members Present:

Bob Jacob
Ken Van Zee
Rich Homann
Len Dems
John Glenn
Steve Pedigo
Bill Wallis
Ray Weidenhaft
Steve Hasenohrl
Joe Lowe
Darrell Ausborn
John Overstreet (*for Don Westover*)
Jim Kelton
Casey McCoy
John Morton (*for John Waconda, new member BIA/SWRO/ABQ*)
Joyce Feeley
Patrick O'Leary

Guests Present:

Lynn Pisano-Pedigo (Facilitator)
Bobby White/Hutchinson Comm. College
Mark Saylor/ Hutchinson Comm. College
Sue Muir-Bradshaw
Kermit Johnson
Diana Patera
Scott Woods
Mike Frary
Paulicia Larsen
Jim Krugman

Executive Session

- Len would like to have the meetings conducted with a more structured schedule. Some things he asked members to think about were:
 1. Set date/time for a meeting to do items that reoccur each year and develop an annual schedule.
 2. Reinforce procedure of sending out issue papers for members review prior to meetings.
 3. Make sure all decisions made at meetings are captured in the notes and clearly understood.
 4. Liaisons – review with Committees what authority is granted in the Committee charter and what items need to be brought to RMCG for approval.
- Len asked everyone to be thinking about agenda items for him and Bob to take to the joint National Wildfire Coordinating Group/Geographic Area Coordinating Group (NWCG/GACG) meeting.
- The Operations (Ops) Committee has suggested a preseason “dry run” for the Multi Agency Coordinating Group (MAC).
The RMCG MAC Representatives will convene on May 29 at the RMACC, Lakewood, Colorado for the exercise.
- Len passed out pins to everyone who contributed to the 2001 fire effort in the Northwest region.
- [Attachment A](#)
- Lynn reviewed meeting Ground Rules.
- Agenda items from the Executive Session were tabled.

Introductions were made and a sign-up sheet was sent around. (*My apologies to anyone who did not sign the sheet and I may have missed on the list above.*)

Hutchinson Community College

- Hutchinson Community College Fire Science program is asking to be considered for NWCG certification. Jim Krugman, Sue Shirts, Casey McCoy and Joe Hartman following NWCG guidance for certification of non-NWCG member entities reviewed the program and facility. The team found that Hutchinson Community College meets and in most cases exceeds the NWCG requirement for certification. Three proposals were forwarded to RMCG for consideration; 1) RMCG underwrites HCC Fire's NWCG accreditation; 2) establish an apprenticeship program, between Rocky Mountain Area federal wildland fire agencies and HCC, to train potential and career firefighters; and 3) establish a wildland fire instructors conference. [Attachment B](#)
Decision: RMCG agreed to proposal #1, they would underwrite Hutchinson Community College Fire Science program for NWCG certification. Proposals #2 and #3 will be reviewed for future consideration.

- A draft Memorandum of Understanding (MOU) was prepared by the RMA Operations and Training Working Committees and presented to RMCG for consideration. [Attachment C](#)
- **Decision:** The Training Working Team will review the Hutchinson Community College request and the MOU and make recommendations to RMCG on a process for bringing training academies/colleges to RMCG for NWCG accreditation.

- Colorado Wildfire Academy presented a request for formal authorization from RMCG to offer NWCG courses at the Colorado Wildfire Academy and the Great Plains Wildfire College. [Attachment D](#)
Decision: Formal concurrence will be granted after RMCG receives the final certification package with the MOU.

Fire Use Committee Charter, Bill Wallis

- Bill Wallis and Mike Frary led a discussion on the proposed committee and charter.
- The official name of the Committee will be Rocky Mountain Fuels and Fire Use Committee. One change was made to the new charter. The new charter (with change to item 2.) was approved and signed by Len Dems.
 - Mike Frary is the new Chair of the Committee.
 - The Plan of Work was presented by Mike Frary and concurred with by RMCG. [Attachment E](#)
 - The Operations and Fuels and Fire Use Committees have committed to working together to coordinate current and future programs. The Ops Committee will maintain IMT oversight responsibilities.

Hartman Incident Management Team (IMT) Final Report, Steve Pedigo

There will be no final report on this issue. The Operations Committee has dealt with the issue and it was recommended that it be dropped.

Decision: No action is required of RMCG. The OPS Committee will enter documentation, a chronology, and a synopsis of the events into the record for presentation to RMCG.

Type 2 Long Team Configuration

Len recommended the Rocky Mountain area stay with the present configuration and review the issue again in 2003, focusing on the National standard for team configurations. Steve P. recommended Len and Bob represent RMCG on this issue at the NWCG/GACG joint meeting. [Len asked that any comments on the issue be sent to him before April 19, 2002.](#)

Type I Deputy Incident Commander Position

The National Mobilization Guide (68.2) states the Deputy Incident Commander (DIC) is not mandatory. So, if RMCG makes the decision not to have one it will not count as a vacancy.

Decision: It was agreed the DIC position would be dropped for this year. RMCG would like to fill the position of DIC on both the Type 1 and Type 2 teams in 2003.

Use of Type 2 Long Team by State of Wyoming [Attachment F](#)

A meeting was conducted between the State of Wyoming, RMA Incident Commanders, Operations Committee Liaison and Chairperson, and RMCG Chairperson and Vice-Chairperson regarding the issue paper and concerns of the State of Wyoming. Ray Weidenhaft would like the ability to use Wyoming State Forestry people on the teams when they are mobilized on Wyoming state fires and there are vacancies on the team or to be able to transition people into vacant positions when they are already on the fire.

Decision: Teams will be mobilized as configured. Efforts will be made to fill with Wyoming State Forestry personnel, when possible.

American Red Cross Agreement, Steve Pedigo

Congratulations to Judith Downing on her AWARD FOR outstanding Public Service in the area of Fire Education and Prevention.

The Agreement will be National in scope, not RMA specific. Steve should have the Agreement, signed by all agencies, by the next meeting. (May 30, 2002)

Rocky Mountain Indian Firefighter Program Attachment G

Bob reviewed some changes he made to the Rocky Mountain Indian Firefighter MOU. He asked everyone to look over their revised copies and provide any comments, pertinent to their agency, back to him by April 19, 2002. After receiving comments Bob will work on another draft and try to have it completed by May 30th meeting.

Bob also handed out copies of a proposed new operating plan to Great Plains and Southwest Region representatives to carry to the involved Reservations that furnish resources under the MOU. They are to have comments back to him by 04/19/02.

Use of AD's on Incident Management Teams, Jim Krugman

Jim Krugman reviewed the issue paper submitted by the Ops Committee. Attachment H The issue is whether or not Command and General Staff team position vacancies can be filled with an AD. Both the Ops Committee and the Business Committee offered recommendations. Attachment I

Decision:

1. Ask the Fire Business Committee to research the Finance issue and make recommendations to RMCG. (refer to Attach. H, letter from Business Committee)
2. Direct the Dispatch community to follow National Mobilization Guide directions when filling team vacancies. (68.2)
3. Request a letter from NWCG to Region 5 stating they do not dictate NWCG standards. (refer to Attach. H, last paragraph; Region 5 has enacted a policy that no teams assigned to incidents in that geographic area will have AD's assigned as permanent team members.)

This is an issue that Bob and Len will take to the NWCG/GACG meeting in May. The Ops Committee, with Dispatch Committee concurrence will draft an issue paper for Bob and Len.

Information/Education Committee, Scott Woods

Scott Woods, Chair of the Information/Education Committee, presented their Plan of Work. Attachment J The Committee is working on a list of team members on National Prevention Teams and will work with the Dispatch Committee on updating and maintaining that list.

Fire Business Management Committee, Paulicia Larsen

The Business Committee is in the process of revising the Fire Business Management Handbook. Paulicia reviewed the changes they will make.

Attachment K The Rocky Basin Business Committee requested an additional position for a trainee on the Type 2 Buying Teams within the Rocky Mountain and Great Basin Geographic Areas.

Decision: RMCG authorized the trainee position for the Type 2 Buying Teams within the Rocky Mountain and Great Basin Geographic Areas.

RMACC Meteorologist Roles/Responsibilities, Patrick O'Leary Attachment L

There is now a National template and expectations for Predictive Services produced by NICC. The RMACC Meteorologists feel fairly comfortable with their products right now but they do not have enough staff to meet the National template. They are maxed out with their current workload. Feedback will be provided to NICC through the recently released survey.

Dispatch Committee Report, Patrick O'Leary

- The Dispatch Center workload analysis has only been completed by one Center (Casper). It will be awhile before the analysis is completed. There is a new automated process evolving that Chris Buckman is involved in. It may be out around mid-May.
- The Dispatch Committee is continuing to work on the Standard dispatch position descriptions. They are ahead of the National effort and hope to have those out soon.
- Patrick and the Ops Committee recommended a "dry-run" MAC meeting prior to the fire season. RMCG agreed it would be a good thing.

Decision: A two-day meeting has been scheduled at the Rocky Mountain Coordination Center:
May 29, 2002 @ 0800 – RMA MAC Group "dry-run"
May 30, 2002 @ 0800 – RMCG meeting for "Functional Analysis/Processes"

- Len Dems, Steve Pedigo, Bob Jacob and Bill Wallis will draft and send an agenda for the Functional Analysis/Processes meeting.
- Patrick will contact the MAC Group Coordinators for the area and invite them to attend the MAC Group meeting.

Fire Restrictions, Ray Weidenhaft

There is still a need for consistent language in communicating Fire Restrictions. During the Wyoming meeting, there was a proposal to have one level of restriction. Ray recommended each of the five states in the Rocky Mountain area research the proposal and discuss it again at the fall RMCG meeting.

Decision: Representatives from each of the five states agreed to consider the proposal.

Delinquent Billing, Ray Weidenhaft Attachment M

State of Wyoming is recommending the fiscal people of the Federal agencies put together a process to expedite billing for fires. Sue Muir said they are currently working on a process that should be completed in the next couple weeks. There will be a contact point/name for each agency to contact for bill, costs, etc. She will share the list with her counterparts and they can share with their agencies. No further action was taken.

IMT Stand down Procedures

RMCG discussed the value of team cohesion, the ability to recruit IMT members, and the need for flexibility with the demanding IMT rotations. It was agreed that substitutes are okay.

Decision: Delete the language for Type 2 team stand down in the Rocky Mountain Area Mobilization Guide. The Duty Officer, the IC, and the Coordinator will negotiate replacements for the Type 1 team. Insert language that permits the Duty Officer, the IC, and the Coordinator to negotiate replacements for the Type 2 team and evaluate the timeliness of dispatch of the RMA IMT with substitutes, versus an out of area IMT. Type 1 IMT stand down remains according to the national mobilization guidelines.

Certification of Interagency Hotshot Crews

RMCG reviewed Len's letter of response to NWCG confirming certification of the Roosevelt crew as a Type 1 Interagency Hotshot Crew. The Craig Crew certification process has been initiated and is expected to be completed by May 2002. Currently, the RMCG does not have interagency standards for certification or recertification of hotshot crews. The Operations Committee will recommend interagency standards for the RMCG. Attachment N

Letter to NWCG, Contract Resources

Kermit Johnson was tasked with drafting a letter to NWCG requesting additional direction on standards for Rocky Mountain area contract equipment resources. Kermit completed the letter and sent it to Len for signature. Len sent the letter to Bill Clark and will get copies out to everyone.

Issues for NWCG/GACG Meeting

1. Incident Management Team recommendations
2. Research AD's in Finance Positions on teams
3. Kermit's letter to NWCG
4. Large fire cost containment (cross billing)

Deferred Topics

- Team Rotation
- Team Participation
- Future Response to Acts of Terrorism (EACG Discussion/Info)
- RMCG Liaison for Training Committee

Business Management Update, Sue Muir

Sue updated RMCG on some things the Fire Business people in the Forest Service are working on:

- Interagency Service and Supply Plan to –
 - Establish roles
 - Improve billing to States and Counties
 - Set operational guidelines
 - Identify an incident business position on each unit
 - Increase consistency
 - Eliminate duplication
- System for monitoring Work/Rest guidelines
- Assist in increasing availability of trained personnel
- Distribute a list of updates to the Fire Business Management handbook
- Large fire cost containment and cost accountability
- Interagency coordination and communication on incident business issues

Miscellaneous Discussion Topics

- RMCG gave special thanks to Jim Kelton for a great job organizing a very successful meeting. Jim will summarize the comments received on the meeting and get them to RMCG by the May meeting.
- IMT Configuration – [Len asked for comments to be sent to him by April 19, 2002.](#) [Attachment O](#)
- Action Log from the previous meeting was reviewed.
- Representative from BIA, Southwest Region will change, no name yet.
- [Next Meeting – May 29-30, 2002, Rocky Mountain Coordination Center, Lakewood, Colorado.](#)
- [Fall Meeting – October 16, 2002, location to be determined after Len talks to GBCG.](#)
- [Winter Meeting – January 8-9, 2003, Hutchinson, Kansas.](#)
- [Spring Meeting – March 31-April 4, 2003, Cheyenne, Wyoming.](#)
- [Conference Calls will resume, 2nd Tuesday of each month:](#)

June 11, 2002	1000
July 9, 2002	1000
August 13, 2002	1000
September 10, 2002	1000

**** Action Items from 04/04/02** - Rapid City, South Dakota**

ITEM #	ACTION ITEM 1	DUE 2	RESPONSIBLE 3	STATUS 4	PAGE 5
1.	Review the Hutchinson Comm. College request and MOU. Make recommendations to RMCG on a process for bringing training academies/colleges to RMCG for NWCG accreditation.	No deadline No deadline	RMCG Ops Comm. Training Comm.	P	2
2.	Grant formal authorization to Colorado Wildfire Academy after receiving the final package with the MOU.	After receiving final pkg. & MOU	RMCG	P	2
3.	Ask the Ops Committee to prepare a chronology of the Hartman review to be given to RMCG.	ASAP	Steve Pedigo	P	2
4.	Provide comments to Len or Bob concerning Type 2 Long Team configuration by April 19, 2002.	04/19/02	RMCG	P	2
5.	Present American Red Cross Agreement	05/30/02	Steve Pedigo	P	2
6.	Provide comments on the Rocky Mountain Indian Firefighter Program, MOU and Operating Plan back to Bob Jacob. After receiving comments, work on another draft.	04/19/02 05/30/02	RMCG Bob Jacob	P P	2 2
7.	Research the issue of AD's filling Finance positions on teams and make recommendations to RMCG. Direct the Dispatch community to follow National Mobilization Guide directions when filling team vacancies. (68.2) Request a letter from NWCG to Region 5 referring to R5 policy (no teams assigned to incidents in that geographic area will have AD's assigned as permanent team members).	ASAP ASAP 05/30/02	Fire Business Comm. Patrick O'Leary Bob Jacob Len Dems	P P P	3 3 3
8.	Develop a list of team members on National Prevention Teams. Work with the Dispatch Comm. on updating and maintaining that list.	01/01/03 01/01/03	Information/Education Comm. Information/Education Comm.	P P	3 3
9.	Draft and send an agenda for the Functional Analysis/Processes meeting.	05/15/02	Len Dems, Steve Pedigo, Bob Jacob, and Bill Wallis	P	3
10.	Contact the MAC Group Coordinators for the area and invite them to attend the MAC Group meeting.		Patrick O'Leary	P	3
11.	Research the proposal for going to one level of fire restriction and discuss it again at the fall RMCG meeting.	10/16/02	Representatives from each of the five states in the Rocky Mountain area	P	3

12.	Send a copy the letter to Bill Clark concerning standards for contract equipment resources to RMCG members.	ASAP	Len Dems	P	4
13.	Take Issue to NWCG/GACG Meeting 1. Incident Management Team recommendations 2. Research AD's in Finance Positions on teams 3. Kermit's letter to NWCG 4. Large fire cost containment (cross billing)	05/23/02	All	P	4
14.	Send comments on IMT Configuration to Len.	04/19/02	All	P	4
15.	<p>Next Meeting – May 29-30, 2002, Rocky Mountain Coordination Center, Lakewood, Colorado.</p> <p>Fall Meeting – October 16, 2002, location to be determined after Len talks to GBCG.</p> <p>Winter Meeting – January 8-9, 2003, location to be determined</p> <p>Spring Meeting – March 31-April 4, 2003, Cheyenne, Wyoming</p> <p>Conference Calls will resume, 2nd Tuesday of each month: June 11, 2002 1000 July 9, 2002 1000 August 13, 2002 1000 September 10, 2002 1000</p>				
16.					

Attachments to Meeting Minutes:

Attachment A	Pins from Northwest Region
Attachment B	Hutchinson Community College
Attachment C	Draft Memorandum of Understanding (MOU) prepared by the RMA Operations and Training Working Committees
Attachment D	Colorado Wildfire Academy request for formal authorization from RMCG
Attachment E	Fuels & Fire Use Charter and Plan of Work
Attachment F	Issue paper, Use of Type 2 Long Team by State of Wyoming
Attachment G	Rocky Mountain Indian Firefighter MOU
Attachment H	Issue Paper, Use of AD's on Incident Management Teams, Ops Committee
Attachment I	Issue Paper, Business Committee
Attachment J	Information/Education Committee Plan of Work
Attachment K	Issue Paper, Fire Business Management Committee Additional Position for a Trainee on Type 2 Buying Team
Attachment L	Predictive Services
Attachment M	Issue Paper, Delinquent Billing,
Attachment N	Certification of Interagency Hotshot Crews
Attachment O	IMT Configuration